

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, Nov. 28, 2018**

ROLL CALL

On Nov. 28, 2018, Carl V. Hendrick, Chairman, called the meeting to order at 7:01 p.m. with the following members present:

Carl V. Hendrick, Chairman	Absent
Richard K. Roberts, Vice-Chairman	
John Russell, Treasurer	
Kristin Trovei, Secretary	
George Belcher, Member	

Also present were:

Matthew D. Witherow, Legal Counsel
Valerie Maginsky, Executive Director
Nora Goetz, FSS Coordinator

MINUTES

The Oct. 24, 2018 meeting minutes were reviewed and approved:

Motion: Mr. Roberts 2nd: Mr. Belcher All Others in Favor

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$ 24,239.92. Total current admin balance is \$115,945.39. A motion was made to approve payment of the bills in the amount of **\$20,661.73:**

Motion: Mr. Belcher 2nd: Mr. Russell All Others in Favor

b. Monthly Financial Report

All bills received have been paid accordingly. One loan payoff was received (UFG). A motion was made to accept all financial reports.

Motion: Mr. Belcher 2nd: Mr. Russell All Others in Favor

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the Nov. 2018 report for review and comment.

Motion to Approve:

Motion: Mr. Belcher 2nd: Mr. Russell All Others in Favor

FSS Coordinator Goetz presented the Section 8 Sept. 2018 report of zero contracts, one transfer, four port-in's expected, 470 total applicants on the waitlist, with 189 leased units as of 11/1/18 and two outstanding vouchers.

Main Stream voucher funds of \$14,491 were received and will continue to be received monthly until any of the 22 vouchers are filled. The annual Waitlist purge of 470 is ongoing with preference and Main Stream eligibility questions included. A no response will receive another The public meeting

regarding the preferences was, as advertised, held on 11-13-2018 at City Hall. Outside PJCDA staff and a Board member, no members of the public were in attendance.

HUD set-aside funding of \$37,145 was approved by HUD to address the HCV short-fall. The administrative funds for the Main Street vouchers have not yet been determined.

Upon review of file documentation, one recovery file of \$1,020 is requested to be closed (A.S.-2005). A formal resolution will be offered to the Board at the December meeting.

Motion: Mr. Belcher 2nd: Mr. Russell All Others in Favor

Motion to Approve Section 8 Report:

Motion: Mr. Belcher 2nd: Mr. Russell All Others in Favor

OLD BUSINESS –

- *2014 NYS CDBG- Jersey Ave. Sewer Replacement Project*
Finalize contract update.
- *2013 REDC-NYS HCR Micro Enterprise Grant*
Finalize contract update. - Collecting reports.
- *FY 2014 Housing NOFA- AHC –* This month the majority of time spent was on the implementation of this grant. Contractual issues regarding construction management was discussed with CDA Counsel Witherow pending an opinion from City Counsel Bavoso. The final housing project count is now at 10 as the eleventh has decided not to continue any further. A final withdrawal letter will be addressed by CDA Counsel. Final costs are in the process of being calculated. Due to winter weather and contract termination date of Jan. 31, 2019, the withdrawal makes more monies available to the other ten homes. Otherwise, a plumber has been contracted for the two boilers. Mold remediation is being completed on the third of five houses. Asbestos abatement has been eliminated from all work scopes. Contract for basement work at one home is in process.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K –* the meeting was held on 10/25/18 at 6:00 p.m. in the Common Council chambers. The draft Comprehensive Plan is being readied for submittal to the Common Council. Initial zoning code review continues.
- *2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study – final NY RESTORE -\$120k to demo 6 city owned dwellings –* correction: the bid will be advertised in January 2019 with finalization by May 31, 2018.
- *DHSES – Confined Space –* awaiting purchasing information from PJFD
- *WWKP –* seeking assistance with the development of a mitigation plan
- *MWBE Information Session –* scheduled for 12/5/18

COMMUNICATIONS

Orange County HealthLinkNY grant of \$13,000 written by Jessica Ridgeway of OC Planning and DPW Director Farr was awarded to the City of Port Jervis.

NEW BUSINESS

The 2019 PJCDA Agency Holiday Calendar (which follows the City's calendar) and 2019 Board Meeting Schedule were reviewed and approved.

Motion: Mr. Roberts 2nd: Mr. Belcher All in Favor

PUBLIC COMMENT

No members of the public were in attendance.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:39 p.m. to discuss loans and contractual matters.

Motion: Mr. Russell 2nd: Ms. Trovei All Others in Favor

The PJCDA Board of Directors came out of Executive Session at 8:18 p.m.

Motion: Mr. Belcher 2nd: Mr. Roberts All Others in Favor

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for November 28, 2018, at 7:00 p.m. at the Port Jervis Youth Center.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:19 p.m.

Motion: Mr. Russell 2nd: Mr. Belcher All Others in Favor